

NORTHERN ILLINOIS UNIVERSITY, COLLEGE OF LAW

# Admitted Student Guide

## 2021-2022



Northern Illinois  
University

*Your Future. Our Focus.*



## Welcome to NIU Law!

*Congratulations on your acceptance to Northern Illinois University College of Law!*

*On behalf of the NIU Law community, welcome to the NIU Law family. We're thrilled that you have made the decision to make NIU Law your home for law school. The faculty, staff and students are committed to your success, in law school and beyond.*

As you prepare to begin law school, you may have questions about the College of Law and our community. This information guide is intended to answer many of those questions. It includes information about orientation, books, housing, the curriculum and other topics of interest specifically for you.

Should you have any questions, please feel free to reach out to the staff in the Office of Admissions at [law-admit@niu.edu](mailto:law-admit@niu.edu), or to me at [kmartial@niu.edu](mailto:kmartial@niu.edu). As you begin your studies at NIU Law, I wish you all the very best in this exciting new stage of your professional development. Again, welcome to the NIU Law family.

*Kellie N. Martial*  
*Assistant Dean and Director of Law Admissions*

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# New Student Checklist

This admitted student guide provides detailed information regarding each checklist item.

Set up your MyNIU Account.

- Financial Agreement:** Complete the NIU Financial Agreement on MyNIU.
- Financial Aid:** Review and ensure you have completed the steps on the financial aid guide to ensure that any aid that you wish to use for the next academic year is disbursed when classes begin.
- Housing:** Secure housing to ensure a smooth transition to New Student Orientation and the beginning of classes.
- Health Insurance:** All students are automatically enrolled in the Student Health Insurance plan at NIU when they register for nine or more on-campus credit hours. If you would like to enroll in or waive NIU student health insurance, you must do so by early September.
- Immunizations:** Documentation must be on file at University Health Services before August 1.
- Official Transcript:** Submit your final official transcript indicating the conferral date of your baccalaureate degree to the Law School Admission Council (LSAC).
- Purchase Textbooks:** Once book lists become available, purchase books before classes begin.
- Purchase a Parking Pass:** If you plan to drive to campus, purchase a parking pass.



After New Student Orientation begins, you can also do the following:

- Pick Up Your OneCard:** The NIU OneCard is your official NIU identification.
- Reserve Your Locker:** Student Affairs will begin locker assignments after the first week of classes.



## Tuition Deposit

To reserve your seat in our entering class, we require a nonrefundable \$400 seat deposit. You may elect to pay the deposit in two installments.

The tuition deposit can be paid online at [go.niu.edu/deposit](http://go.niu.edu/deposit).

We also accept checks and money orders. Please make checks payable to Northern Illinois University and include the student's name on the memo line of the check. Mail your deposit to NIU College of Law, Swen Parson Hall, Room 151, DeKalb, IL 60115. Once we receive your check, you will receive a confirmation email. We are unable to accept deposit payments by telephone.

If you have questions regarding the tuition deposit, please call **815-753-8595** or email [law-admit@niu.edu](mailto:law-admit@niu.edu).

## Official Transcript

The American Bar Association (ABA) requires verification of completion of your baccalaureate degree. With the exception of students admitted through NIU's accelerated law degree program, all entering students must submit an official copy of their final undergraduate transcript to the Law School Admission Council (LSAC) by July 31st of the year of matriculation. Your degree conferral date must be noted on the transcript.

If the transcript included in the LSAC Credential Assembly Service (CAS) Report at the time of application notes the bachelor's degree conferral date, then this requirement has been satisfied.

Students that have received their bachelor's degree from Northern Illinois University must also comply with this requirement as noted above.

If you anticipate any issues with submitting your final transcript by the July 31st deadline, please contact us at [law-admit@niu.edu](mailto:law-admit@niu.edu) or **815-753-8595**.

## Immunization Records

The Illinois Department of Public Health requires that all entering students submit proof of immunizations to *University Health Services*. The immunization requirements are available online at [go.niu.edu/immunizations](http://go.niu.edu/immunizations). Documentation must be on file at Health Services before August 1. You may submit your documentation by fax at 815-753-9599, in person or by mailing the documentation to Northern Illinois University, Health Services, Immunization Office, DeKalb, IL 60115-2828. Failure to provide records may result in an account hold prior to the start of classes. Students with a hold on their account will not be permitted to register for classes.

## NIU One Card and Your Z-ID

The *NIU OneCard* is your official NIU identification. It is used for document printing, allows you to use Huskie Bucks and is required to enter the Law Library after 6 p.m. You can obtain your OneCard during orientation from the OneCard Office. The Office of Admissions will provide you with your Z-ID. This is a unique identifier and it is permanent. Your Z-ID allows you to access NIU network applications and resources. As an NIU law student, you will use your Z-ID to take care of a number of critical logistical matters, such as establishing your university email account, completing the financial aid application, accepting your financial aid package and registering for classes during your second and third years at the College of Law. If you have any questions regarding your Z-ID please call the DoIT Service Desk at 815-753-8100.

## NIU Financial Agreement on MyNIU

Complete the "NIU Financial Agreement." Before we can register you for classes, you must complete the NIU Financial Agreement. NIU requires that students complete this agreement once every academic year. You cannot be enrolled in classes until you have completed this online agreement. To complete the agreement, log into MyNIU portal at [myniu.niu.edu](http://myniu.niu.edu). Click on the **Tasks** tile located in the **MyNIU Student Center**. The NIU Financial Agreement is located under the To Do List. Read the NIU Financial Agreement. If you agree to the terms, put a checkmark next to "**I understand and agree**" and click **Save**.



# Registration and 1L Classes

Prior to orientation, the College of Law will automatically assign you to a first-year section and register you for your classes. First-year students do not select classes or register themselves. No additional courses may be added. Students are not permitted to change from one section to another in any required course without the permission of the dean's office.

In your second and third year, you'll select your classes from available electives and register yourself. You'll be provided with additional information regarding your first-year classes and schedule in the upcoming weeks.

## Fall Semester

- Contracts I (502) 3 hours
- Civil Procedure I (506) 3 hours
- Torts (508) 4 hours
- Criminal Law (510) 3 hours
- Legal Methods (513) 2 hours
- Basic Legal Research I (511) 1 hour
- Introduction to the Legal Profession I (515) 0 hours.  
(One credit awarded at the end of the academic year.)

## Spring Semester

- Legal Writing and Advocacy (500) 2 hours
- Contracts II (503) 3 hours
- Property (505) 4 hours
- Civil Procedure II (507) 3 hours
- Constitutional Law I (550) 2 hours
- Basic Legal Research II (512) 2 hours
- Introduction to the Legal Profession II (516) 1 hour

# Books

When you receive your first-year section assignment mid-July, you'll also receive a list of the required and recommended text books for each class. If you choose to purchase books from the NIU Bookstore, you can use your OneCard to charge up to \$700 against your financial aid account for books. We also suggest that you join the entering class Facebook group where upper-level law students can sell you their used books and other materials.



## Facebook Group

We encourage you to stay connected with our community and join some of our social media groups. Consider joining your official class Facebook page at NIU College of Law – Class of 2024. Feel free to ask questions, post updates, look for potential roommates, buy used books and more. All members of the 1L class are invited. Upperclassmen are also invited to participate and can answer questions and post announcements. This is a great way to start informally meeting your future classmates.

## Contact Information

If your contact information (email, telephone or mailing address) has changed, please notify the Office of Admissions to ensure that you do not miss important emails and mailings over the summer.

## Visit NIU Law

Students admitted to the entering class and their guests are invited to attend our summer admitted student programs. By visiting the campus and attending one of our events, you'll see why our students value our family-like community. At each of our events, you'll learn about our academic programs, faculty and community. Because each event focuses on a different aspect of the law school, we encourage you to attend more than one program.

## Housing

Moving to a new area can be daunting. Fortunately, NIU law students have plenty of affordable options for housing. While most law students live off campus in private housing that is very close to the law school, students also have the opportunity to live in residence halls and other graduate housing. Entering students will receive a housing email which includes a copy of the current "Off-Campus Housing Guide for Law Students."

NIU's Office of Housing and Residential Services provides information concerning university residence halls and meal plans. The office is located at 101 Neptune East (815-753-1525). Information regarding NIU graduate housing is available on the Housing and Residential Services website at [go.niu.edu/gradhousing](http://go.niu.edu/gradhousing).

## Northern View Law Living-Learning Community

Northern View, the College of Law and NIU Housing and Residential Services together offer the Northern View Law Living-Learning Community (LLC). This collaborative project is an apartment-style option for interested law students who want to live close to the law school in on-campus housing as an alternative to traditional residence hall living.

The College of Law has a small number of spots reserved in the Living-Learning Community. All rooms within the LLC are two-bedroom, apartment-style suites. The College of Law Office of Admissions makes roommate assignments. If you're interested in applying for one of the limited spots in this community, please contact the NIU Law Office of Admission at [law-admit@niu.edu](mailto:law-admit@niu.edu) to request an application.

## Off-Campus Housing

Most law students live in private apartments that are either within walking distance from the College of Law or accessible by the Huskie Bus Line, a free service for all NIU students. One-bedroom apartments range from approximately \$450-\$750 per month. Two-bedroom apartments are approximately \$800 per month. The NIU Office of Student Affairs provides information about off-campus housing at [go.niu.edu/offcampus](http://go.niu.edu/offcampus).

Local apartment search engines can be helpful in securing an apartment near campus. Two popular search engines for NIU students are the Northern Star Housing Guide and NIUPads.com. These guides include all relevant information necessary to help make the apartment search as easy as possible. Apartments are broken down by rent, bathrooms, bedrooms and distance from campus.

NIU Off-Campus Housing Guide  
[offcampushousing.niu.edu](http://offcampushousing.niu.edu)

NIU College Pads  
[rentcollegepads.com/  
off-campus-housing/niu/search](http://rentcollegepads.com/off-campus-housing/niu/search)

We also suggest that you join the entering class Facebook group where upper-level law students can offer you advice regarding apartments that are popular among law students. Students also use the Facebook group to find roommates.

## Parking on Campus

Students parking cars on the campus on a regular basis are required to purchase a parking permit or park in a lot where a fee is assessed. Parking permits may be purchased online or (for an extra fee) at NIU's Campus Parking Service, located at the corner of Normal Road and Lincoln Terrace, across from the Parking Deck. The parking service may be contacted at 815-753-1045 or [parking@niu.edu](mailto:parking@niu.edu).

Parking permits are color-coded to correspond to the lots in which they may be used. Maps outlining the color-coded lots are available at the parking office. In general, students living in NIU residence halls are issued orange stickers and students who do not live on campus receive a yellow parking sticker. Green permits are available for free for remote parking east of the Convocation Center. Students with health-related or other special circumstances may be eligible for other parking privileges.

## Health Insurance

Information regarding Health Insurance and Student Health Services is available at [go.niu.edu/insurance](http://go.niu.edu/insurance). Any student who enrolls in nine or more on-campus (DeKalb) credit hours is automatically billed for the NIU student health insurance plan. Any student who is not taking nine on-campus hours can enroll in the plan as long as they have at least six credits hours; are doing an internship or are working on their thesis or doctorate. The NIU student health insurance plan is through Aetna and is a PPO.

The per semester cost for the 2021-2022 school year is \$1,224. *If you are covered under another health insurance plan, you may apply to waive the NIU Student Health Insurance plan beginning in July.* Please note that there is a deadline for submitting a waiver request or accepting student health insurance. For more information on student health insurance, call 815-753-0122 or send an email to [studentInsurance@niu.edu](mailto:studentInsurance@niu.edu).

## Student Health Services

NIU Health Services is located in the Health Services Building on Lucinda Avenue west of Wirtz Hall next to the Campus Police Station. Health Services offers quality, outpatient healthcare as well as a full-service pharmacy. There are no additional charges for most services, including physician visits, x-rays, and general lab tests. However, there are charges for medications, immunizations (must be done by the tenth day of the semester), missed appointments, and some lab tests and procedures. Students should call the University Health Services' main switchboard (815-753-1311) for additional information.

## Mailboxes

Mail folders for each student are located on the second floor of the law school just inside the main entrance to the law school library. Please check and empty your folder regularly. Please also note that the mail folders are not designed for and should not be used for large, bulky items.

## Lockers

Lockers located on the lower level of the law school are available to all law students, who must provide their own locks. We recommend using a combination lock, as it may be easy to lose a key for the locker. Students desiring a locker should complete the form at [go.niu.edu/locker](http://go.niu.edu/locker), to reserve a locker. The Office of Student Affairs will assign lockers on a first-come, first-served basis, and students will retain the same locker throughout their law school career. Locker assignments will be distributed in the first week of classes.



# 2021-2022 Tuition and Fees

Annual tuition and fees for domestic students is \$22,192 for the 2021-2022 academic year. Additional information is provided below and on the NIU Office of the Bursar website at [niu.edu/bursar/tuition/law](http://niu.edu/bursar/tuition/law).

NIU has eliminated the tuition differential for out-of-state students who are U.S. residents. This group of law students will be assessed tuition at an equivalent in-state rate.

Fall 2021/Spring 2022 Rates	Number of Hours	DeKalb Campus Courses
Tuition, Domestic Students *	1 - 12 hours	\$916.41/hr
Tuition, International*	1 - 12 hours	\$1,599.06/hr
Law Term Material Fee	1 hour or more	\$100.00 per term
Student Medical Insurance **	9 hours or more	\$1,224.00 per term

\* No additional charge for more than 12 credit hours.

\*\* For instructions on waiving insurance online, please view the [Student Health Insurance website](#). International students should refer to the [International Student Health Insurance](#) to review requirements for healthcare coverage.

A description of general fees, materials and other common charges can be found on our [fees page](#).

## Cost of Attendance 2021-2022

Cost of Attendance (COA) is an estimate of both direct and indirect expenses and is the maximum a student may receive from the aggregate of all aid sources including loans; institutional grants, scholarships and waivers; and/or funds from any outside agency/source intended to pay one of the components of COA.

COA is established annually and is the same for all students in the same category. The costs that can be included are defined in statute and detailed in federal guidance.

### 2021-2022 Northern Illinois University College of Law Full-time Cost of Attendance

	Domestic student	International Student
Tuition and Fees	\$22,192	\$32,767.20
Room and Board	\$14,400	\$14,400
Books and Supplies	\$1,810	\$1,810
Travel and Personal Expenses	\$5,186	\$5,186
	<hr/>	<hr/>
	\$43,588	\$54,163



## Financial Aid

Though NIU Law's tuition is low by law school standards, many law school students apply for loans to help finance their educational expenses. Northern Illinois University provides a range of financial assistance for law students in the form of loans, tuition waivers and scholarships.

All admitted students are automatically considered for merit scholarships and partial tuition waivers. Students awarded scholarships will be notified of the award in their acceptance letter.

## Applying for Loans

Information on Federal loans is available on the NIU Financial Aid and Scholarship Office website, [niu.edu/financial-aid](http://niu.edu/financial-aid). All students applying for loans must begin the process by completing and submitting the Free Application for Financial Student Aid at [fafsa.gov](http://fafsa.gov). You will need your federal income tax return and W-2 forms to complete the FAFSA. You must have a Federal Student Aid ID (FSA ID). For instructions on how to create an FSA ID, go to the FSA site. Be certain to select NIU (School Code 001737) as a recipient of your FAFSA.

The U.S. Department of Education will send your Student Aid Report (SAR), review your SAR and, if necessary, make changes or corrections to your FAFSA. After you complete and submit the FAFSA, submit any other application or information requested by the SFAO. Your financial aid offer will then be posted to your myNIU account within a week, beginning in April.

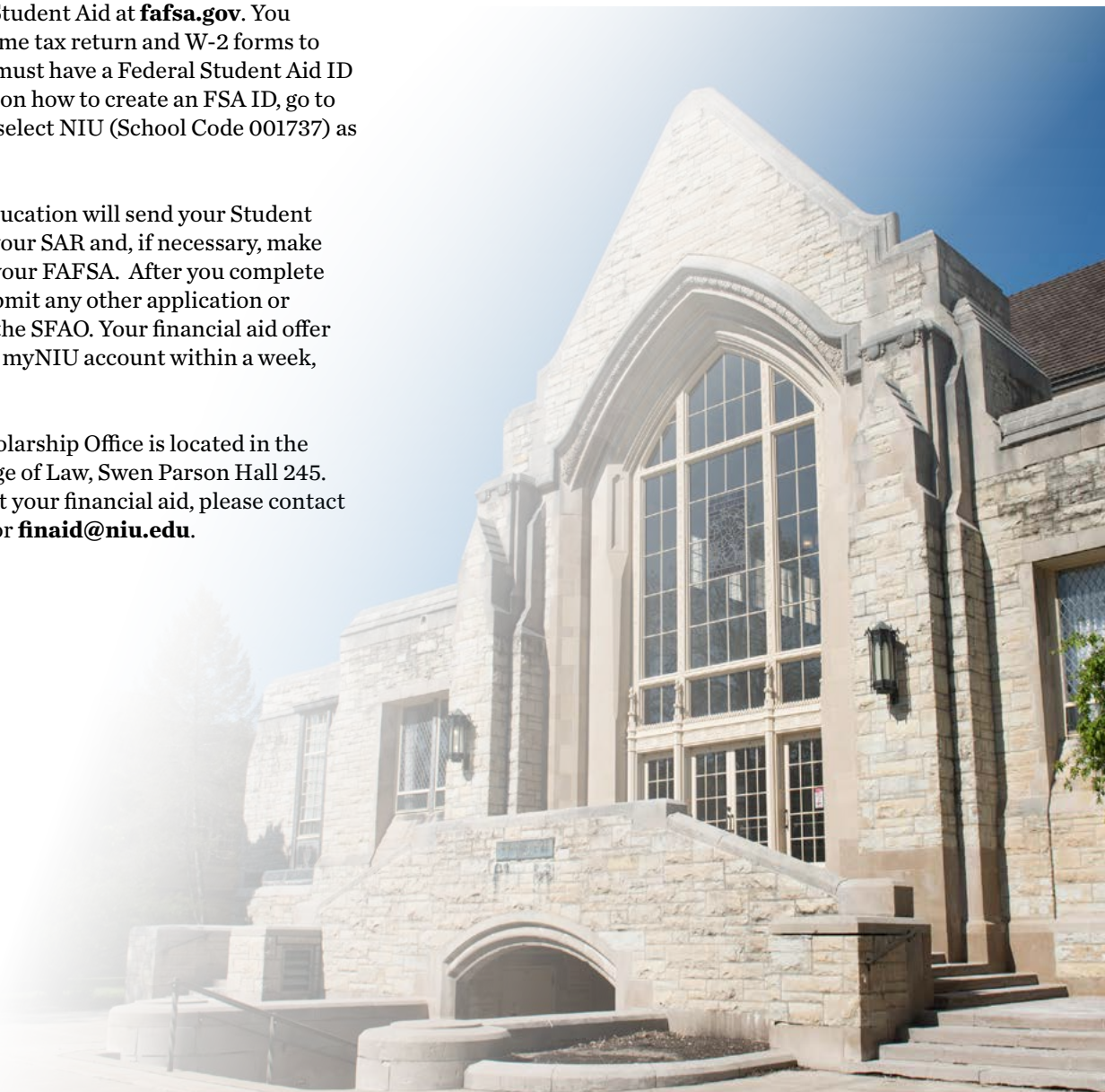
The Financial Aid and Scholarship Office is located in the same building as the College of Law, Swen Parson Hall 245. If you have questions about your financial aid, please contact the office at 815-753-1395 or [finaid@niu.edu](mailto:finaid@niu.edu).

## Payments and Refunds

The Office of the Bursar provides services and support to NIU students, commercial customers and other NIU departments. This office processes payments (students and commercial) and refunds as well as offers payment plans and advice regarding your financial situation with NIU.

The Office of the Bursar also processes refunds on eligible credit balances. Direct deposit offers a timely, reliable and safe way to deliver your refund to your checking or savings account. If you would like to receive a quicker distribution of any refunds from your student account, complete your direct deposit form and submit to the Office of the Bursar.

The Office of the Bursar is located in the same building as the College of Law, Swen Parson Hall 235. If you have questions about billing, please contact the office at 815-753-1885 or [bursar@niu.edu](mailto:bursar@niu.edu).



# Disabilities

The Disability Resource Center (DRC) offers guidance, services and resources to help you succeed at NIU. The DRC works to provide reasonable and appropriate accommodations for students and the campus community. Exam accommodations, classroom accommodations, reformatting of course materials and adaptive technology are a few of the accommodations offered.

Entering students seeking reasonable accommodations should contact the DRC to schedule an appointment with an access consultant. You may be asked for documentation of your disability.

## **Disability Resource Center**

Disability Resource Center  
Campus Life Building, Suite 180  
Monday-Friday, 8 a.m.-4:30 p.m.  
815-753-1303, [drc@niu.edu](mailto:drc@niu.edu)

# New Student Orientation

Fall 2021 New Student Orientation takes place on Thursday, August 12th and Friday, August 13th, 2021.

Orientation is mandatory for all entering law students.

The first-year experience begins with an orientation introducing the academic and organizational skills you must master to successfully complete law school. The orientation provides basic instruction in case briefing, synthesis, note taking, IRAC and exam writing. These skills are practiced in the context of a mock class. In addition, you will participate in discussions regarding learning styles, time management, and professionalism and ethics. Finally, you will have the opportunity to work with College of Law faculty and staff and with upper-level students.

We look forward to welcoming you at New Student Orientation on Thursday, August 13.

## **NIU College of Law**

Swen Parson Hall, Room 151  
DeKalb, IL 60115  
815-753-8595 / Fax: 815-753-5680  
[law-admit@niu.edu](mailto:law-admit@niu.edu)  
[law.niu.edu](http://law.niu.edu)

